	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	808
		Original Date	05/16/2003
	Department: Maintenance	Revised Date	04/17/2016
	After Hours Maintenance Emergencies		

POLICY:

After regular hours, Maintenance staff may be contacted for emergencies.


PROCEDURE:

- The following persons will be contacted in order of priority. Call until one of the following has been reached. Leave detailed message for Maintenance Supervisor on both phones before moving down the list.

A.	Jason Fry	Maintenance Supervisor	C. 366-2237
B.	Mike Schenck	Maintenance Worker	C: 366-6839 H: 538-5089
C.	Don Taylor	Maintenance Worker	C: 366-2689
D.	Charlie Craven	Maintenance Worker	H: 538-2602
E.	Roy Kay	Maintenance Worker	C: 406-493-8214
F.	Denice Marshall		H: 535-7923
G.	Dianne Scotten		C: 366-4426
- In the event you cannot reach one of these persons, the person in charge will use their judgment concerning the contractor or service that is needed. One of the following contractors or companies will be contracted.

AFTER HOURS CONTRACTORS **TELEPHONE NUMBERS ARE ANSWERED 24 HOURS A DAY**

- ELECTRICAL:**
 Central Electric 538-3786
 Advanced Electric 538-6767
- PLUMBING**
 Bozeman Plumbing of Lewistown 538-5821 or 366-5821
 Judith Mountain Plumbing 538-8585 or 366-0326
- REFRIGERATION/HEATING**
 Universal 538-9271
 R&D 538-5974
 Rite Temp 538-3739 or 538-3776
- NORTHWESTERN ENERGY:**
 Electrical: 1-888-467-2353 Gas: 1-888-467-2427
- CENTRAL LOCK & SECURITY** 535-7276

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